

Chief, ICAPS
THRU: Executive
Management Officer

19 September 1949

Management Survey, Liaison Branch, OCD.

1. A recent Management survey has disclosed certain Liaison Branch problems which are susceptible to ICAPS assistance:

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25X1A7b

25X1A6a

a. Approximately 16 hours can be saved on each issuance if the [REDACTED] will install electromatic typewriters with a self-recording tape attachment in [REDACTED] for use at the time of initial printing of each issue. High-level "needling" from ICAPS could achieve this improvement.

b. ICAPS can materially assist OCD in remedying gaps in collection coverage if a continuing liaison were established between ICAPS and OCD so that each new problem can receive immediate attention.

15 established

c. Top-level support or administrative determination on occasion is needed to procure information and statistics contained in files of other government agencies, especially the non-IAC agencies. The expense of assembling the data for us is often given as the reason for the refusal. In some cases costly re-collection of this information has been instituted through OO/C or other CIA collection facilities. A channel should be open whereby OCD can refer such instances to the Executive or ICAPS for needed assistance and support.

Exists and is "open"

d. The Liaison Officers feel an acute need to have ready access to the NSC and NSCID issuances. A determination as to the propriety of supplying this information is needed.

Need 2 copies all NSCID's & DCID's

2. I feel sure that any assistance you can provide OCD in overcoming these problems will be cordially received.

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NO CHANGE in Class. ☒
☐ DECLASSIFIED
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